

Digital Cookie®

Troop Dashboard

The images in this document show the desktop view. If you're using a mobile device, refer to the [mobile version](#) for a view that matches your experience. A [video walkthrough](#) is also available.

Your Digital Cookie Dashboard is your go-to spot for everything you need to support your Girl Scouts and their caregivers during cookie season. It gives you quick access to tools, reports, and features that make managing troop sales easier.

All appointed Troop Leaders and Cookie Volunteers should have access to this dashboard when they log in to Digital Cookie.

Depending on your council, you may have access to nine pages from your menu.



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Dashboard

The Dashboard is divided into six sections. Jump to sections below.

[Our Troop Cookie Site](#)

[Troop Site Sales](#)

[Troop Online Sales and Marketing](#)

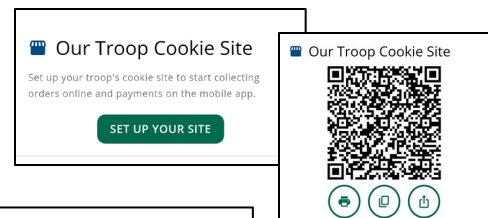
[Pending Orders](#)

[Cheers](#)

[Reports](#)

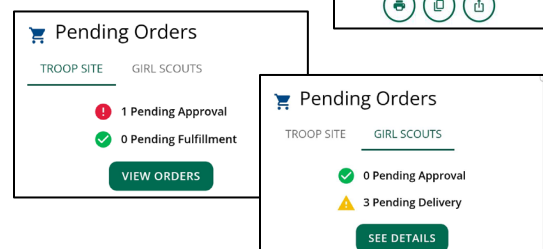
1. Our Troop Cookie Site

For details on setting up your troop site, check out the [Troop Site Links tip sheet](#).



2. Pending Orders

See if your troop site or any Girl Scouts have orders waiting for approval or delivery.



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3. Troop Site Sales

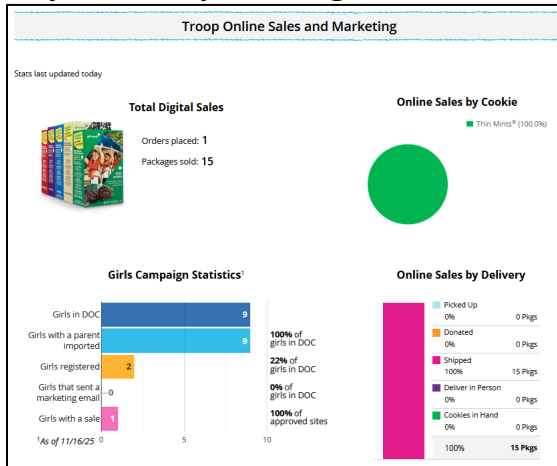
Track sales coming through your troop's cookie site.

4. Cheers

Send quick cheers to Girl Scouts in your troop to celebrate their efforts.

5. Troop Online Sales and Marketing

Monitor progress for each Girl Scout and make sure they're actively reaching customers.



Troop Site Sales



Cheers

Your Girl Scouts are working hard this cookie season. Send your troop members some words of encouragement!

SEND A CHEER

6. Reports

Access five helpful reports:

- **All Order Data** – Details for every order (troop site and Girl Scout orders).
- **Troop Booth Sales Report** – Track, filter, and reconcile booth-specific sales, including cash and pickup orders.
- **Initial Order** – See initial orders submitted by parents in Digital Cookie. Orders sync directly to the baker system. (If applicable)
- **Cookie Badges** – See which badges and pins girls are completing.
- **Rewards Selection** – Pull reward choices for easy entry into the baker system (if applicable).

All report timestamps are in Central Time (CT).

	All Order Data	For each girl see full order details including varieties, delivery type, etc.	GET REPORT
	Troop Booth Sales Report	Track, filter and reconcile booth-specific sales, including cash and pickup orders	GET REPORT
	Initial Order	8/5/25 Parent's due date 8/26/25 Troop due date	GET REPORT
	Cookie Badges	See the steps girls completed for their cookie badges and entrepreneur pin.	GET REPORT
	Rewards Selection	See which rewards girls have selected to enter in your baker software.	GET REPORT

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My Troop

Use this tab to view detailed sales information for each Girl Scout in your troop:

1. The list is organized by Girl Scouts with published or unpublished sites
2. Click the caret next to a Girl Scout's name to see additional details:
 - a. If the site is published, you'll see more sales information.
 - b. If the site is unpublished, you'll see the caregiver's email address.
3. Once a Girl Scout's site is published, you can quickly view:
 - a. Total packages sold
 - b. A quick link to her site
 - c. Whether in-person delivery is enabled
4. Click View Variety Details to see:
 - a. Any pending orders and the cookie varieties needed to fulfill them
 - b. If in-person delivery is turned off for specific varieties

The screenshot shows the 'My Troop' dashboard. At the top, it says '0 Girl Scouts with Orders Pending Approval' and 'Last Updated: 10/16/25 9:00 PM EDT'. Below this are tabs for 'TROOP MEMBER', 'GOAL PROGRESS', and 'ORDERS TO APPROVE'. Under 'TROOP MEMBER', there are two sections: 'Site Published (1)' and 'Site Unpublished (9)'. In the 'Site Published' section, Alma H. is listed with a 2% goal progress bar. A red circle '1' is next to her name, a red circle '2' is next to the caret icon, and a red circle '3' is next to the 'VIEW VARIETY DETAILS' button. Clicking this button opens a modal titled 'Alma's Variety Details'. This modal shows a table of cookie varieties with columns for 'Pending Packages' and 'In-Person Delivery'. A red circle '4' is next to the 'VIEW VARIETY DETAILS' button in the modal.

	Pending Packages	In-Person Delivery
Adventurefuls®	0	On
Lemonades®	0	On
Trefoils®	0	On
Thin Mints®	2	On
Peanut Butter Patties®	0	On
Caramel deLites®	0	On
Peanut Butter Sandwich	0	On
Caramel Chocolate Chip	0	Off
Exploremores™	2	On

Cheers

Troop Volunteers can send cheers to Girl Scouts in their troop, just like troop members can send cheers to each other. Note: Girl Scouts cannot send cheers back to volunteers.

How to Send a Cheer:

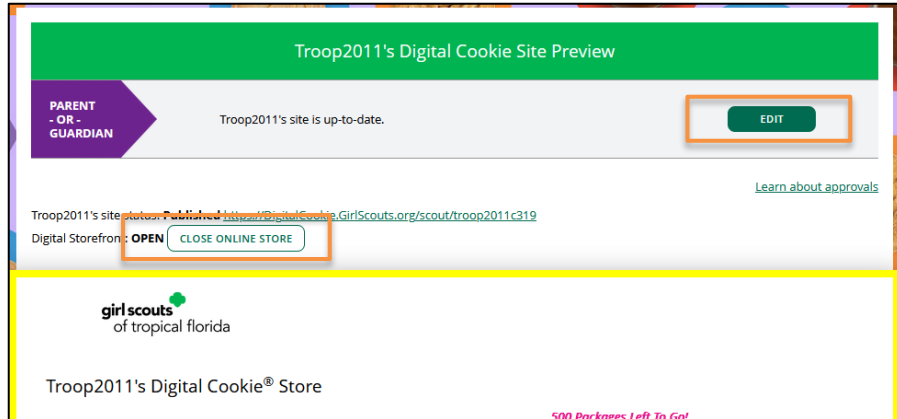
1. Go to the Cheers page to view Girl Scouts in your troop and their progress toward their sales goals.
2. Next to the Girl Scout you want to cheer, click the "Pick a Cheer to Send" dropdown.
3. Choose from a selection of GIF images and short messages.
 - a. As you make your selections, a preview of the cheer will appear.
4. Click "Send this Cheer" to deliver your message.

The screenshot shows the 'Cheers' page. At the top, there is a search bar 'Search for a Troop Member:' and a 'SEARCH' button. Below this are tabs for 'TROOP MEMBER', 'GOAL PROGRESS', and 'Close'. Under 'TROOP MEMBER', Alma is listed with a 2% goal progress bar. A red circle '3' is next to the 'Pick a Cheer to Send' dropdown. Clicking this dropdown opens a menu with options: 'So proud of you', 'So proud of you', 'You're awesome', 'Keep it Up', 'Wow', 'Great Job', and 'You Rock'. A red circle '4' is next to the 'SEND THIS CHEER' button. A red circle '2' is next to the 'Pick a cheer to send' dropdown.

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Site Setup

After your troop site is set up, you can return to the Site Setup page at any time to make edits or close the site. For instructions on how to setup the troop's site view the [Troop Site Links](#) tip sheet.

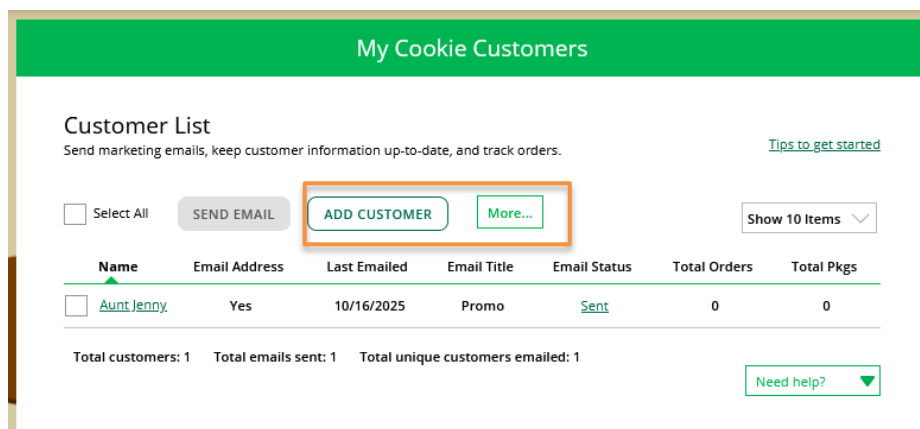


Customers

The Customers page allows your troop to manage customer information and send marketing emails for your troop's cookie site.

- Add customers
- View and edit customer details, including see if customers have made purchases.
- Sending marketing emails
 - Open for Business/Shipping Promotion
 - Still Time to Order Cookies
 - Thanks for Your Support
- If Open for Business is missing, your council is running a shipping promotion, and the promotion email replaces it. If you prefer not to use the promotion email, select Still Time to Order Cookies.

Note: Girl Scouts can only send emails once council sales have started.



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Troop Orders

The **Troop Orders** page displays all orders placed through your troop's site. From here, you can:

- Approve or decline orders
- View detailed order information
- Mark orders as delivered or picked up
- And more

Digital Cookie Orders to Pick Up

Running a Good Business
Keep track of what's been ordered, when it's approved, and when it's picked up.

4 Orders to approve for pick up
Click on a name to see all the details about the order. Then "Approve" or "Decline" the order.

☐ Select all in view Approve Order Decline Order [Show 5 Items](#)

Order #	Cookie pkgs	Paid by	Deliver to	Delivery Address	Order Date	Days left to Approve
☐ 05748520	14	Case Test2	Case Test2	3756 E Fry Blvd, Sierra Vista, AZ	8/24/2023	5
☐ 05748537	6	Zoe Wright	Zoe Wright	3756 E Fry Blvd, Sierra Vista, AZ	8/24/2023	5

2 Orders to pick up
Click on a name to mark when the cookies were picked up. ⓘ

☐ Select all Order Picked Up Export Orders [Show 5 Items](#)

Order #	Cookie pkgs	Deliver to	Delivery Address	Order Date
☐ 05318823	5	Test E Test	3756 E Fry Blvd, Sierra Vista, AZ	8/4/2023
☐ 05344641	4	Mindy Guevara	3756 E Fry Blvd, Sierra Vista, AZ	8/9/2023

Digital Cookie Orders to Deliver

Running a Good Business
Keep track of what's been ordered, when it's approved, and when it's delivered.

1 Orders to approve for delivery in person
Click on a name to see all the details about the order. Then "Approve" or "Decline" the order.

☐ Select all in view Approve Order Decline Order [Show 5 Items](#)

Order #	Cookie pkgs	Paid by	Deliver to	Delivery Address	Order Date	Days left to Approve
☐ 05748274	9	Lilo Pelekai	Lilo Pelekai	1231 Upas St, San Diego, CA	8/23/2023	4

[Need Help?](#)

Digital Cookie Online Orders

10 Completed Digital Cookie Online Orders

☐ Select all [ADD TO CUSTOMER LIST](#) [Export](#) [Show 10 Items](#)

	Paid by	Order #	Cookie pkgs	Order Date	Order Type ⓘ	In Customer List
VIEW	Mindy Guevara	05780859	2	10/22/2025	In Hand	✓
VIEW	Maya Killgore	05780850	4	10/22/2025	Pick Up	✓
VIEW	Mobile Customer	05780694	2	10/21/2025	In Hand	
VIEW	Mobile Customer	05780691	2	10/21/2025	In Hand	

For additional guidance:

- **Delivered Orders:** Refer to the [Orders Received: In-person Delivery Tip Sheet](#).
- **Pickup Orders:** Refer to the [Troop Pickup Orders Tip Sheet](#).

Booth Pickup

This section displays the booths your troop is signed up for in the baker system and allows you to schedule pick-up times for customers.

For detailed instructions, please refer to the [Troop Pickup Orders Tip Sheet](#).

Booth Pick Up

Give customers an option to pick up cookies at a booth. [Virtual Booth Help](#)

Add pickup to an existing booth
Select from your troop's cookie booths, add a start and end date for customers to see the pickup option.

2 Available Booths

Sort by: [Show 6 Items](#)

Girl Scout Council Office
4930 Cornell Rd
cincinnati OH, 45242

09/18/2023
02:00 PM - 04:00 PM

[Already added](#)

Girl Scout Council Office
4930 Cornell Rd
cincinnati OH, 45242

09/09/2023
04:00 PM - 06:00 PM

[Add pick up option](#)

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My Cookies

The Delivery Settings feature allows you to:

1. Turn off Girl Scout Delivery entirely
2. Turn off specific cookie varieties for delivery

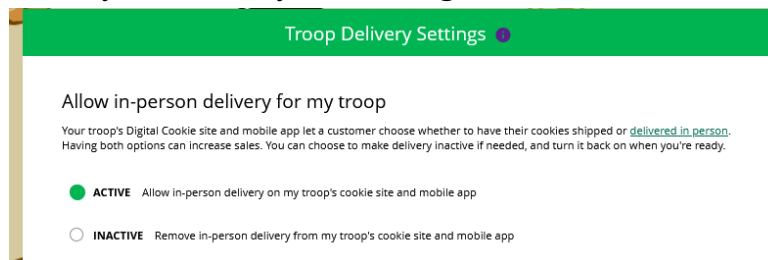
This is helpful if your troop:

- Cannot deliver cookies to customers
- Runs out of a cookie variety and cannot restock

How to Turn Off Girl Scout Delivery

1. Select Inactive for Girl Scout Delivery.
2. Click Update Delivery Settings to confirm.

Once inactive, the varieties section will be removed and replaced with a message. You can turn delivery back on anytime during council sale dates.

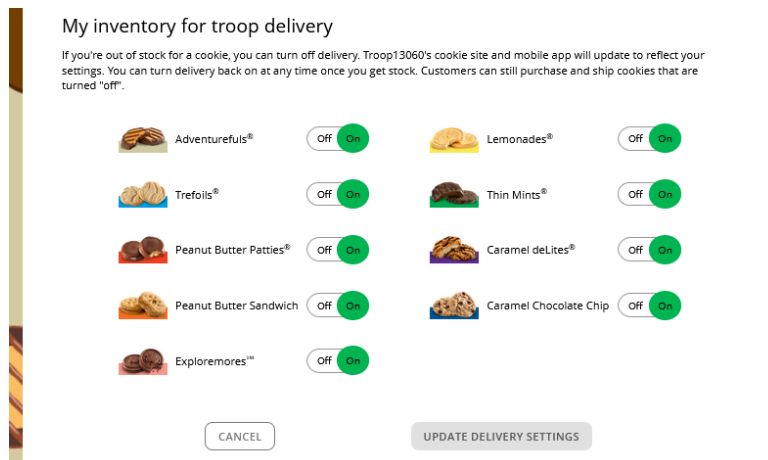


How to Turn Off a Specific Variety

If delivery remains active but you are out of a specific variety:

1. Click the Off button next to that variety.
2. Click Update Delivery Settings to confirm.

Customers can still purchase that variety for shipping, but not for delivery. To re-enable, return to this section and click the on slider for that variety.



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Orders Search

If you don't see this tab, your council does not offer this feature. Please contact your council if you need to look up an order placed on a Girl Scout's site or process a refund. For more info, see the *Troop Refunding Orders Tip Sheet* ([ABC](#) or [LBB](#)).

The Orders page allows you to:

- Look up orders placed for all Girl Scouts in your troop
- Refund in-person delivery, donation, booth, and cookies-in-hand orders (placed via the mobile app)

How to Search for an Order

You can search using one of the following recommended options:

- Customer Order #
- Customer Email Address
- Parent Email Address
- Girl Name (first and last)
- Customer Name (first and last, minimum 2 letters)

Tip: Using more than one search field may cause results to display incorrectly.

You can also narrow results by:

- Order Status
- Payment Status
- Order Type

Orders

Search for Orders

Order #

Date Range to

Order Status

Payment Status

Order Type

Customer Information

First Name

Last Name

Phone

Email

Girl/Parent

Girl First Name

Girl Last Name

GSUSA ID

Site URL

Parent Email

Organization

Council Name

Council Code

SU Name

SU ID

Troop #

Orders Pending Validation ☐ See List

SEARCH

Export to Excel

Order #	Order Date	Order Type	Customer Name	Total	Order Status	Payment Status	Girl Name	Council Name	Troop #
05758715	09/10/24 17:55	In-Person Deliver...	Trefoil Love	\$48.00	New	Payment Authoriz...	kaiMzceeM rzzzra	Girl Scouts of the ...	333

Showing 1 to 1 of 1 entries

First Previous 1 Next Last